

# Check Request

This request is to be used any time Troop/SU funds are spent. Whenever possible, this should be in the form of a reimbursement, not an advance. **Receipts must be submitted for all expenses and submitted within 60 days.**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Check to be made out to: \_\_\_\_\_

Amount of check: \$ \_\_\_\_\_

\_\_\_ Reimbursement (receipt must be attached)

\_\_\_ Advance, receipts to follow by: \_\_\_\_\_ Receipts received on: \_\_\_\_\_

\* Advance require approval from SU Manager / troop leader

Explanation of expense(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please classify expense(s) into the appropriate categories indicated below:

Office supplies	\$ _____	Refreshments	\$ _____
Postage	\$ _____	Events	\$ _____
Printing (copies)	\$ _____	Crafts	\$ _____
Recognitions	\$ _____	Other	\$ _____

Specify other: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Leader/Co-leader/SUM/Event Director*

**TREASURER USE ONLY**

Date received: _____
Date paid: _____
Check #: _____
Paid by: _____
Receipts attached? _____